



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
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| PAROLE AND PROBATION OFFICER II | 37* | B | 12.609 |
| PAROLE AND PROBATION OFFICER I | 33* | B | 12.612 |

SERIES CONCEPT

Parole and Probation Officers are responsible for performing supervision, court services, and law enforcement functions within an assigned unit of an Adult Parole and Probation District Office. Duties include casework services, investigations, pre-sentence recommendations, supervision of assigned parolees or probationers, collection of restitution and supervision fees, drug testing, referral services, field work and enforcement activities under the direction of a Parole and Probation Operations Supervisor or Unit Manager.

Conduct investigations regarding pre-sentencing, parole and probation violations, preliminary hearings, interstate compact requests and pardons; develop sentencing recommendations and confirm release plans and submit to District Court Judge or Parole Board; research the entire criminal and personal history of the offender, facts surrounding current offense, any special conditions of release involving restitution, drug and alcohol treatment and testing, counseling and/or community service; conduct inspections of place of employment and residence; contact law enforcement agencies and victims of crime and conduct personal interviews with offender; based on information received, make recommendations regarding sentencing, parole or probation, and stipulated conditions of parole or probation agreements.

Appear before the District Court and/or Parole Board to present reports and give testimony regarding revocation hearings, sentencing and new criminal charges.

Conduct initial intake and classification of offenders by discussing and reviewing probation or parole agreements; determine offenders classification/supervision level using standardized rating scales based on number and severity of prior and current offenses, incarceration periods, criminal and personal history, and violations while under supervision; develop case plans for supervision by assessing needs and risks of offender and the protection of the community.

Develop case files on each offender containing all legal documents regarding criminal history, probation and parole agreements, monthly reports, correspondence and records which chronologically list contacts with each offender; develop required reports and forms and submit to supervisor and central records as required by policy and procedure.

Provide direct supervision to clients through scheduled office visits, unscheduled home visits, at place of employment and various other locations; contact family, friends, neighbors, employers, treatment counselors and other law enforcement agencies to ensure the parolee or probationer is in compliance with stipulated agreements; may conduct urinalysis testing as required, collect restitution, supervision fees, and possible fines; ensure compliance with all conditions of parole and probation agreements.

Prepare various reports regarding violations of probation or parole, progress or discharge, and monthly caseload and statistical reports as required by established policy to ensure the offender's activities are documented, and that the Unit Manager or Operations Supervisor is able to monitor work performance and caseload.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

SERIES CONCEPT (cont'd)

Perform intensive supervision of high-risk criminal offenders, psychologically disturbed or individuals with disabilities; provide frequent monitoring of offender's activities and assume a 24-hour stand-by basis to ensure the public is adequately protected and the needs of the offender are met.

Counsel offenders regarding parole and probation rules, stipulations and agreements; provide guidance regarding appropriate behavior, program opportunities, personal or family problems, emergency situations, medical or psychological needs and make appropriate referrals; chronologically document information received and actions taken.

Perform peace officer duties by conducting arrests, booking violators, conducting searches, making seizures and conducting surveillance when probable cause exists; document suspected criminal activity and/or violations of parole or probation agreements; transport prisoners to court or detention facilities; make preparations for and scheduling of trips to return absconders or violators; act on any observed criminal activity; collect, identify, package, transport and/or store evidence and contraband; assemble and transcribe arrest reports; ensure due process rights are afforded following arrest and provide proper documentation of charges.

Perform related duties as assigned.

CLASS CONCEPTS

Parole and Probation Officer II: Under general supervision of the Operations Supervisor or Unit Manager, incumbents perform the full range of duties in the series concept and in addition perform specialized enforcement and supervision functions, assist in the training of new officers and perform administrative functions in assigned district office or administrative services section.

May function as a Warrant Officer in the location, apprehension, and transport of parole and probation violators; prepare arrest warrants and submit to supervisor for approval, and send required forms to central records; send warrant information and photo to law enforcement agencies, track arrest warrants and determine legal status and availability of absconders for return to Nevada; locate and extradite fugitive and set up court dates; coordinate pickup and assemble documents required for extradition.

Assist in training new officers regarding the preparation of reports, conducting investigations, collection of restitution, casework activities and by providing instruction, direct observation and review of final reports and records; document officer performance.

Assist offenders with employment needs or problems by developing and maintaining a job information system; assess offender needs by conducting academic testing; meet individually and in groups, explain program and provide training; work with local business community in developing job training programs; conduct vocational workshops and job opportunity programs; provide career and educational counseling.

Assist in the coordination of interstate compact requests, receive requests from offenders seeking permission to leave the state; contact the receiving states interstate compact unit to obtain necessary reporting instructions and to check for accuracy; send completed paperwork to the Central Interstate Compact Unit.

This is the journey level in the series.

CLASS CONCEPTS (cont'd)

Parole and Probation Officer I: Under the direct supervision of an assigned supervisor, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the entry level which provides for progression to Parole and Probation Officer II upon satisfactory completion of the probationary period, meeting the minimum requirements and with the recommendation of the hiring authority.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet P.O.S.T. requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * A quarterly qualifying score of 70 or better with a firearm will be required.

PAROLE AND PROBATION OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in the social or behavioral sciences, human services, criminal justice, or related field and two years experience conducting casework services and investigations which included developing detailed reports; making program eligibility determinations; providing programmatic supervision services to clients; and/or coordinating enforcement activities and preparing and presenting legal documents and/or reports for a court of law. One year of the qualifying experience must be obtained in a parole and probation, law enforcement, correctional casework or comparable setting; **OR** graduation from high school or equivalent (GED) and four years of related experience as described above; **OR** one year as a Parole and Probation Officer I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: self defense and the use of force; the safe and appropriate use of firearms; courtroom procedure and etiquette; the function and utilization of outside law enforcement agencies; the principles of general psychology when dealing with deviant, emotional or aggressive behavior. **Ability to:** apply casework principles to the supervision of assigned offenders; handle a variety of tasks often changing from one assignment to another; monitor and evaluate the offenders progress with program activities; evaluate violations of parole and probation agreements and act in accordance with policy and procedure; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: State and federal laws regarding arrest, search and seizure, detention of violators and use of force; the purpose, function and responsibilities of the Division of Parole and Probation related to the supervision, counseling and casework activities of offenders; the effects and detection of substance use and abuse. **Ability to:** read and interpret established policy and procedure, criminal history and legal documents; supervise offenders with a variety of social, ethnic and economic backgrounds; establish and maintain cooperative working relationships with other state and local agencies; identify and utilize community referral sources; effectively communicate established policies and procedures and advise offenders, the courts, Parole Board, social service agencies and the community.

MINIMUM QUALIFICATIONS (cont'd)

PAROLE AND PROBATION OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with major course work in the social or behavioral sciences, human services, criminal justice, or related field; **OR** graduation from high school or equivalent (GED) and two years of experience in one or more of the following: conducting casework services and investigations which included developing detailed reports; making program eligibility determinations; providing programmatic supervision services to clients; or conducting enforcement or compliance activities and preparing and presenting legal documents and/or reports for a court of law; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Knowledge of: research techniques and their application to develop criminal histories and reports; investigative techniques. **Ability to:** write concise, logical and grammatically correct reports; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and to explain policy and procedures; obtain and record information quickly and accurately; work as part of a team; convey accurate and precise data in a timely manner within established time frames; read and interpret statutes; secure facts by personal contact and observation and checking records; interpret laws, rules, regulations and procedures for compliance; speak with offenders of various social, cultural, economic and educational backgrounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Knowledge of: agency policy and procedure regarding the supervision and enforcement of offenders and parole and probation agreements; criminal and administrative law as it applies to parole and probation services; cultural and ethnic differences as applied to supervision and program placement of offenders; offenders' classification and parole planning techniques. **Ability to:** apply casework principles to the supervision of assigned offenders; establish and maintain effective working relationships; perform a variety of duties often changing from one task to another; prepare a variety of forms and reports according to agency policy and procedure.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| | <u>12.609</u> | <u>12.612</u> |
| ESTABLISHED: | 7/1/65 | 7/1/65 |
| REVISED: | 6/7/71 | 6/7/71 |
| REVISED: | 8/2/74 | 7/1/75 |
| REVISED: | | 5/28/76 |
| REVISED: | 6/16/77 | 6/16/77 |
| REVISED: | 3/3/80-3 | |
| REVISED: | | 5/31/79-3 |
| REVISED: | 7/22/85-3 | |
| REVISED: | 12/19/85-12 | 12/19/85-12 |
| REVISED: | 8/6/87-3 | 8/6/87-3 |
| REVISED: | 3/13/90-3 | 3/13/90-3 |
| REVISED: | 7/1/91P | 7/1/91P |
| | 10/19/90PC | 10/19/90PC |
| REVISED: | 11/15/91PC | 11/15/91PC |
| REVISED: | 7/1/97LG | 7/1/97LG |
| REVISED: | 4/27/01PC | 4/27/01PC |
| REVISED: | 7/1/01LG | 7/1/01LG |